

**CLASS OF 2003 EXECUTIVE LEADERSHIP PROGRAM  
LEADERSHIP DEVELOPMENT ACADEMY  
GRADUATE SCHOOL, USDA**

**August 2002 - August 2003**

You have proven yourself. You have excelled in your field. Now it's time for the next challenge. Let the Executive Leadership Program help prepare you for a career in leadership and management that will take you into the next millennium.

The Executive Leadership Program is tailored to your developmental needs, focusing on the Leadership Effectiveness Framework competencies and characteristics needed to make you a successful leader or manager.

This twelve-month Program is open to Federal government employees at the GS-11 through GS-13 levels with minimal supervisory experience.

**PROGRAM CURRICULUM**

The Executive Leadership Program is based on the U. S. Office of Personnel Management's Leadership Effectiveness Framework (LEF), a model for effective leadership/managerial performance. The Executive Leadership Program can help you acquire or enhance those LEF competencies needed to become a successful Federal leader or manager. The Program's residential sessions will be held outside of the Washington, D. C. metropolitan area.

***Orientation Session.*** We will begin with a one-week Orientation Session to establish a working relationship between the participants and Program staff. Held at a residential training site, this session will outline program requirements, policies, expectations, and opportunities. **The Orientation Session is scheduled for August 18 - 23, 2002 in Norfolk, Virginia.**

***Leadership Training Session.*** The Leadership Training Session is a two week residential program that assesses your developmental needs in relation to the roles and responsibilities of leaders/managers. During this session you will finalize your Leadership Development Plan addressing the developmental needs that you will have the opportunity to strengthen during your tenure in the Executive Leadership Program. **The Leadership Training Sessions are scheduled for October 27 - November 8, 2002 for Classes 1 - 4 and December 1 - 13, 2002 for Classes 5 - 8 in Harrisburg, Pennsylvania.**

***The Outstanding Leadership Practices Seminar.*** The Outstanding Leadership Practices Seminar is a one-week training session where Executive Leadership Program participants will have the opportunity to visit and see first-hand organizations that have proven reputations for outstanding leadership practices. The Benchmarking Teams will make a presentation on their site visit during this session. **The Outstanding Leadership Practices Seminar is scheduled for May 18 - 23, 2003 in Cincinnati, Ohio.**

***Graduation Week.*** During the final week of the Program, you will attend many activities to round out your program experience:

- Leadership In the New Millennium – an opportunity to learn from experts and executives on the future of leadership in the Federal government
- Leadership Development Team Briefings – each team will conduct a one-hour briefing based on one of the 27 Leadership Effectiveness Inventory competencies
- Post-LEI and Transitioning Workshop – an opportunity to review the Executive Leadership Program year and to transition into the next phase of your career as well as receiving the results of the LEI that you and your first-line supervisor complete once again at the end of the Program year
- Graduation Ceremony – supervisors, agency officials, Program Coordinators, and guests are invited to celebrate your success

**The Graduation Week is scheduled for August 24 - 29, 2003 in Baltimore, Maryland.**

## **OTHER PROGRAM COMPONENTS**

***Individual Needs Assessment.*** Before attending the Orientation Session, you will complete the Leadership Effectiveness Inventory (LEI) to assess your level of leadership and managerial skills. You will also complete the Myers-Briggs Type Indicator (MBTI) personality assessment. You will receive the results of the LEI and MBTI during the Leadership Training Session. Results of these assessments will be used for the design of your Leadership Development Plan.

***Leadership Development Plan.*** You will design a Leadership Development Plan (LDP) as a roadmap for your development during the Executive Leadership Program. A Leadership Development Plan format, including provisions for defining and meeting specific career development objectives, will be provided. The Executive Leadership Program Director will guide you in the design of this plan. You will coordinate plan preparation with your first-line supervisor and Agency Program Coordinator to ensure appropriate agency support.

**Leadership Development Team Activity.** During the Orientation Session, participants will be assigned to Leadership Development Teams. These teams are designed to strengthen leadership and interpersonal skills, stimulate commitment to personal development, and provide a forum to explore current issues facing managers/executives in the Federal workforce. Each team will design and deliver a one-hour briefing on one of the 27 Leadership Effectiveness Inventory components. This briefing will be conducted during the Graduation Week.

**Developmental Work Assignments.** Developmental Work Assignments are designed to provide exposure to different leadership/managerial experiences and perspectives. At a minimum, you will complete one 30-day and one 60-day developmental assignment outside of your position of record. These assignments can be counted as either calendar or actual work days. Assignments must be completed during the Program year. You must complete two separate assignments – not one 90-day combined assignment – to satisfy the Program requirement.

**Shadowing Assignment.** You will complete a one-week assignment “shadowing” a Federal manager or executive at the GS-13 to the Senior Executive Service (SES) level. By observing managers/executives in action, you will gain exposure to managerial duties, responsibilities, and approaches, as well as observing the concepts learned in the Program applied in real-world situations.

**Executive Interviews.** You will interview five or more Federal managers, including a member of the Senior Executive Service (SES) and a female manager. The Executive Interviews will provide you with an additional opportunity to interact at the highest levels of management and to gain critical information for long-term networking and career planning.

**Management Readings.** You will read and review three or more books on leadership and management issues. This component will help you broaden your knowledge of the field and strengthen your analytical skills. A Management Reading List is provided at the Orientation Session.

**Program Impact Paper.** You will prepare a paper discussing your experiences during the Executive Leadership Program year and how those experiences will impact your career plans and goals. The Program Impact Paper will also include a discussion of your progress with each of the Program components. Both your first-line supervisor and the Executive Leadership Program office will receive a copy of your paper.

## **AGENCY PROGRAM COORDINATOR SUPPORT**

You will work with a Program Coordinator at your agency to coordinate Program responsibilities and to ensure that administrative tasks are carried out. Your Agency Program Coordinator maintains a record of your developmental activities and serves as a liaison with the Executive Leadership Program on program matters.

## **PARTICIPANT QUALIFICATIONS**

The Executive Leadership Program is open to individuals who are full-time, permanent Federal employees at the GS-11 through GS-13 levels. The Program is designed for both non-supervisors and supervisors with minimal supervisory experience during their Federal careers.

Individuals should be nominated based on both their leadership/management potential and their motivation to fully participate in and complete all Program requirements.

## **TIME REQUIREMENTS**

To complete the Executive Leadership Program, you will be absent from your position of record for a minimum of five months, spread over the twelve-month period. You must finish all Program components. No exceptions will be made. Additional work time will be needed to complete some activities and to meet other requirements that must be accomplished back on the job. Please carefully consider and discuss these time requirements with your first-line supervisor before submitting a Nomination Package.

## **NOMINATION PROCEDURE**

Nomination Packages must be sent by the appropriate agency official and must be received by the Executive Leadership Program office by **FRIDAY, JULY 5, 2002**. Your agency may have a different deadline. Please check with your agency's Program Coordinator.

Nomination Packages should be sent by regular mail, Federal Express, or UPS. Faxed copies of Nomination Packages will not be accepted.

## **NOMINATION PROCEDURE (continued)**

The Nomination Package must include the following information:

- A statement written by the first-line supervisor and/or Agency Nominating Official that assesses the applicant's potential for leadership or managerial responsibilities.
- A completed agency training form with all the necessary approval signatures.
- A current OF-612 or resume signed and dated by the applicant showing current home address. Program information is mailed directly to the participant's home. An updated SF-171 is also acceptable.
- The name, title, agency mailing address, and work telephone number for the applicant's first-line supervisor, Agency Nominating Official, and Program Coordinator.

Nomination Packages that do not include all of the information listed above will be returned to the agency.

Agencies should ensure that nominees are selected in a fair and equitable manner. The Graduate School, USDA makes every effort to provide barrier-free programs. Agencies are encouraged to nominate persons with disabilities. With advance notice, the Executive Leadership Program will work with the nominee and the agency to provide any special accommodations.

## **PROGRAM ENTRY DATE**

Written notification of final selections will be sent to Agency Nominating Officials, Program Coordinators, and first-line supervisors by **Monday, July 15, 2002**. Selectees will be sent written notification of their selection by **Friday, July 26, 2002** and will be notified of the location and time of the Orientation Session.

The Class of 2003 Executive Leadership Program begins with the Orientation Session scheduled for August 18 - 23, 2002. The Class of 2003 Executive Leadership Program will end on August 29, 2003.

## **TUITION**

Tuition for the Class of 2003 Executive Leadership Program is \$3,650.00 per participant. Payment is made to the Graduate School, USDA through an approved agency training form or by use of the Federal government credit card.

Tuition payment does not include travel or lodging costs. Travel and lodging costs for the four residential training sessions -- Orientation Session, Leadership Training Session, The Outstanding Leadership Practices Seminar, and the Close-Out Week Activities/Graduation Ceremony -- are the responsibility of the sponsoring agency. Tuition also does not include participants' meal packages at the Orientation Session, the Leadership Training Session, the Outstanding Leadership Practices Seminar, and the Graduation Week with the exception of the Graduation Ceremony where the Executive Leadership Program will pay for the lunch of the Program participant and one of their Graduation Ceremony guests. Hotel reservations and logistical arrangements are made by the Executive Leadership Program office. Lodging costs will be at or lower than per diem rates for the residential training locations.

## **WITHDRAWAL POLICY**

Withdrawals and substitutions will be accepted until **Friday, July 26, 2002** with no tuition charge for withdrawals by this deadline date. Withdrawals received after Monday, July 29, 2002 and prior to Wednesday, August 14, 2002 will be assessed a \$900.00 processing fee. The full tuition will be assessed for withdrawals after Thursday, August 15, 2002.

## **PAYMENT OPTIONS**

In addition to authorized training forms, the Graduate School, USDA offers special options for tuition payment -- Federal government credit cards, personal checks, VISA, Master Card, and American Express. We will also work with agencies to split tuition payment over fiscal years 2002 and 2003. Potential candidates paying their own tuition will still require their agency's approval to be accepted into the Executive Leadership Program.

**FOR MORE INFORMATION**

For more information on the Class of 2003 Executive Leadership or to send a Nomination Package, please contact:

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